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ROUTING AND TRANSMITTAL SLIP Date

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Director of Personnel		
2.		
3.		
4.		
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

For direct response to CFC. Please note DDA received attached on 5 August. Please provide drop copy of response to EO/DDA ASAP.

(NOTE: Executive Secretary has been advised that 4 August (suspense date) was on a Sunday and DDA received attached on 5 August and would get an answer back to CFC ASAP.)

cc: ES

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) EO/DDA

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA

☆ GPO : 1983 O - 381-529 (301)

DD/A REGISTRY FILE: 20-1

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO		X		
15	VC/NIC				
16	D/Pers		X		
17					
18					
19					
20					
21					
22					
	SUSPENSE	4 August 85 Date			

Remarks

To 6: Please note, attached registration to be returned by 5 August.

DDA: Your 2601/1 - Mr. Magee is [redacted] Chr.

5 Aug 85 Date

3637 (10-81)

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Executive Registry
85- 2344/2

THE SECRETARY OF TRANSPORTATION
WASHINGTON, D.C. 20590

JUL 31 1985

DD/A Registry
85-2601/2

The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, D.C. 20505

Dear Bill:

When the President asked me to chair this fall's Combined Federal Campaign of the National Capital Area, I enthusiastically accepted the position. I am delighted about what we can do together to help people here in our community and across the country through the CFC. In order to do that successfully, I need your help in making sure that the CFC is publicized in your Department or Agency more effectively than ever before.

I am convinced that one excellent way to get the CFC story out to Federal employees is through employee newsletters and house publications. Therefore, I am hosting a workshop here at the Department of Transportation on Thursday, August 15th from 8:30 AM to 1:00 PM for editors of the internal newsletters of your Department or Agency. At the workshop, we will announce a new CFC Communications Contest.

We want the CFC message to reach as many employees in the National Capital Area as possible. Therefore, I am asking you to send the newsletter editors from your Department to this workshop -- whether they write for the entire Department or one of its major organizational units. If you have a person responsible for internal communications, please extend an invitation to that person too.

This workshop will be an opportunity for these communications professionals to develop new ideas on how to explain the work of the CFC. All attendees are cordially invited for lunch following the workshop. Please have the appropriate individuals return the enclosed registration forms by August 5th. If you have any questions, please contact the CFC at 488-2087 or Jackelyn Viera, DOT Public Affairs, at 426-4321. Thank you for your support.

Sincerely,

Elizabeth

Elizabeth Hanford Dole
1986 Campaign Chairman
Combined Federal Campaign
of the National Capital Area

Enclosure

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REGISTRATION FORM FOR COMBINED FEDERAL CAMPAIGN EDITORS WORKSHOP

August 15, 1985
Program and Lunch - 8:30 AM to 1:00 PM
U.S. Department of Transportation
Room 2230 - 400 7th Street, S.W.
Washington, D.C. 20590

This workshop is for editors of Government house publications in the National Capital Area, including newsletters that reach entire Department or Agencies, or their major organizational units. If you have any questions contact the CFC at 488-2087. Please complete this form and return it to:

CFC Editors Workshop
U.S. Department of Transportation
Office of Media and Special Programs
Room 10415
Washington, D.C. 20590

YES! I'll be attending the CFC Editors Workshop on Thursday, August 15.

NAME _____

PUBLICATION _____

DEPARTMENT OR AGENCY _____

ADDRESS _____

TELEPHONE _____ NEWSLETTER FORMAT _____

PUBLICATION SCHEDULE _____ CIRCULATION _____

YES! I'll be attending the CFC Editors Workshop on Thursday, August 15.

NAME _____

PUBLICATION _____

DEPARTMENT OR AGENCY _____

ADDRESS _____

TELEPHONE _____ NEWSLETTER FORMAT _____

PUBLICATION SCHEDULE _____ CIRCULATION _____

DUPLICATE ADDITIONAL NOMINATION FORMS AS NECESSARY

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Central Intelligence Agency

Washington, D.C. 20505

DD/A Registry
85-2601/1

DDA REGISTRY
FILE: 20-1

The Honorable Elizabeth H. Dole
Secretary of Transportation
400 Seventh Street SW
Washington, D.C. 20590

Dear Mrs. Dole:

The President has asked me to serve this fall as the Chairman of the Combined Federal Campaign for the Central Intelligence Agency. It will be my pleasure to do so and I have chosen Mr. Robert W. Magee, Director of Personnel, to serve as my Vice Chairman. Both he and I look forward to working with you to make the 1985 Combined Federal Campaign a success.

Sincerely,

/s/ William J. Casey

William J. Casey
Director of Central Intelligence

STAT C/PSB/ESD/OP/ [redacted] (29 July 85)
Retyped:ADDA:be:30 Jul 85
Distribution:
Original - Addressee
~~1 - DCI~~
~~1 - DDCI~~
~~1 - Executive Director~~
1 - Executive Registry
1 - DDA
1 - D/Pers
~~1 - DD/Pers/EBS~~ & 1 PSB/ESD/OP

DCI EXEC REG

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DDA REGISTRY
FILE 20-1

ROUTING AND TRANSMITTAL SLIP Date 25 July 1985

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. DIRECTOR OF PERSONNEL		
2.		
3.		
4.		
5.		

Action		File		Note and Return	
Approval		For Clearance		Per Conversation	
As Requested		For Correction		Prepare Reply	
Circulate		For Your Information		See Me	
Comment		Investigate		Signature	
Coordination		Justify			

REMARKS

#1. ACTION

PLS PREPARE MEMO FOR DCI SIGNATURE TO SECRETARY DOLE ADVISING OF OUR NOMINEE AS VICE CHAIRMAN OF THE FALL 1985 COMBINED FEDERAL CAMPAIGN OF THE NATIONAL CAPITAL AREA.

SUSPENSE: COB 29 JULY 1985

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
STAT	Phone No.

5041-102 FORM 41 (Rev. 7-76)

* GPO: 1983 O - 381-529 (232) Prescribed by GSA FPMR (41 CFR) 101-11.206

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EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	VC/NIC				
16					
17					
18					
19					
20					
21					
22					
	SUSPENSE	30 Jul 85			
		Date			

Remarks To # 6: Please prepare memo for DCI signature to Secretary Dole advising of our nominee as Vice Chairman.

STAT

Executive Secretary

04 Jul 85

Date

3637 (10-81)

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Executive Registry
85- 2344/1

THE WHITE HOUSE

WASHINGTON

DD/A Registry
85-2601

July 22, 1985

MEMORANDUM FOR THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

Helping people to help themselves through private sector initiatives is a commitment of this Administration, and we are extremely proud of our record in this regard. As leaders in the Federal government, we participate side by side with individuals, groups, voluntary organizations, and corporations to provide opportunities for others less fortunate. We do our part through our leadership of the Combined Federal Campaign in our respective agencies.

It gives me great pleasure to announce that Secretary of Transportation Elizabeth Hanford Dole has agreed to serve as Chairperson of the fall 1985 Combined Federal Campaign of the National Capital Area. I am asking that you support Secretary Dole by personally serving as Chairman of the campaign in your organization and appointing a top official as your Vice Chairman. Please advise Secretary Dole of the person you designate.

Your personal interest, visible support, and active participation are vital to the success of the campaign. Make a special effort to encourage your employees in the Washington area, and in all CFC locations worldwide, to support the Combined Federal Campaign at greater levels than ever before.

Ronald Reagan

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